

ST. MARY'S SCHOOL
MADAM SARA MATHEW LANE
B-2 BLOCK, SAFDARJUNG ENCLAVE, NEW DELHI-110029
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MINUTES OF THE EMERGENT MEETING OF THE PARENT-TEACHER FORUM HELD
ON SATURDAY, THE 16TH SEPTEMBER, 2017 AT 9:30AM AT THE SCHOOL PREMISES
CHAIRPERSON: DR. ANNIE KOSHI, PRINCIPAL

Members present

Dr. Annie Koshi, Chairperson
Adv. Rajlatha Kotni- Vice Chair (parent of class IXA)
Prof. Urfat Anjem Mir- Treasurer (parent of class IXA)

Leave of Absence

Ms. Megha Puri, Secretary, PTF

Parent's Representatives

Ms. Hemlatha Kaushik- IA
Ms. Shikha Sharma- IB
Ms. Tanu Sayal – IC
Ms. Dilpreet Kaur –IIA
Ms. Poonam Gupta –IIB
Ms. A. Bisht-IIC
Dr. Sarita Kumari- IIIA
Ms. Mili Kumar- IIIB
Dr. P.K. Rajesh- IIID
Ms. Monica Choudhary- IVC
Mr. Pradeep Dahiya- V-B
Mr. Nasir Jamal- VI-A
Mr. Razmi Khan- VI-D
Ms. Srilatha Reddy- VII-A
Ms. K. Sudha- VII-C
Ms. Swati Gupta- VIII-B
Ms. Sabuhi Jamal- VIII-C
Ms. Suman Tokas- XB
Ms. Suni Susan- XIA
Ms. Akansha Oberoi- XIIC

**Parents who attended meeting
with a request**

Ms. Yin Yin- VIC
Ms. Anita- VC
Mr. Shaurya Sinha- IIA
Ms. Shika R. –VII-C
Ms. Francis Joseph- VIII-C
Mr. Sandeep John- VII-c
Mr. Rajinder Kumar- VI-D
Mr. Prashant Verma- V-C
Ms. Jyoti Tokas- IA
Ms. Anita Sharma- VIB

Teacher Representatives

Ms. Jyoti Fotedar, HM, Jr.
Mr. Ashish Mathew
Mr. Nikhill Philip
Ms. Rajni Khanduja
Ms. Jinu James
Mr. Manoj Kar Choudhury

1. Welcome by the Chairperson:

Dr. Annie Koshi, Chairperson, PTF & Principal, St. Mary's School extended a warm welcome to the parent representatives. The meeting began with a short prayer led by Dr. Koshi.

Dr. Koshi stated that there was an urgent need to call in for an emergent meeting of the Parent Teacher Forum in light of the recent cases concerning the safety of children in school premises and to discuss our respective and collective roles in ensuring safety of children.

1. Confirmation of the minutes of the meeting held on 26.08.2017

The minutes of the meeting held on 26.08.17 were approved as proposed by Adv. Rajlatha Kotni and seconded by Ms. Dilpreet Kaur as a correct record of proceedings.

2. Action taken report on points arising from the previous meeting

Dr. Koshi informed the Forum that as suggested in the previous meeting:-

(i) **Parent Interactive Sessions** were held to discuss about the dangerous social media applications to which children fall prey easily.

(ii) The school held a Counsellors' Meet to discuss the protocol and procedures to be followed by the Counselling and Special Education Dept., on the 6th September. The 'Policy' in this regard would be made ready within a fortnight's time.

3. Discussion on safety issues in the school:

Dr. Koshi stated that safety of students has always been given a top priority at the school; a circular apprising the safety measures already in place at St. Mary's was sent to the parents on 14.09.2017. Refer to [safety measures at St. Mary's](#) on the school's website.

An email which was received from a parent of class IXD & IIIC (dated 15.09.17) was placed before the Forum. Dr. Koshi informed that a school's Safety Review Committee was constituted to do a safety audit of the school premises comprising of Management Representatives, Parent Representatives & Student Representatives. The last audit was carried out on 15.02.2017 and the report was presented to the Managing Committee (22.02.17), Governing Body (12.03.17) and to the Parent Teacher Forum (29.07.2017). A parent Mr. Pradeep Dahiya extended his support in **arranging an external agency to conduct safety audit of the school free of cost.**

A parent enquired about how the school was dealing with the complaints placed in the SATH boxes to which Dr. Koshi replied that every complaint was recorded in the SATH Box complaint registers on a daily basis and depending on the grievance, necessary action was taken by the Bullying Committee.

At this point, Dr. Koshi stated that while the school is taking measures to ensure safety at the school, she invited suggestions from the parents to ensure even greater degree of safety. Some of the points emerged from the discussion were as follows:

- A female attendant would be placed near junior school washrooms.
- A lady guard would be appointed on priority basis.
- A 'Mentorship Program' should be initiated so that the student would have a mentor and that they could turn to in case of need.
- Every parent of the school will do one day duty (7:40am to 2:00pm). Two parents a day would be allotted for the duty. Keeping in mind the number of children in the school, this would mean that the parent would get a turn once in three years.
- Keeping in view the thefts happening in class V-B&C the classrooms should be locked during the break time and the key should be handed over to the floor in-charge.

- Safety of the lift should be checked, a parent extended help in getting the monthly safety audit.
- Mr. Dahiya suggested that an ID card with chip can be explored by the school and stated that he would provide the details of the vendor shortly.

There being no other point the meeting ended with a vote of thanks to the Chair.

Dr. Annie Koshi
Chairperson-PTF

Ms. Rajlatha Kotni
Vice Chair- PTF

Prof. Urfat Anjem Mir
Treasurer